DOCUMENT RESUME

ED 280 471 IR 051 830

TITLE IFLA General Conference, 1986. Collections and Services Division. Section: Interlibrary and Document Delivery. Papers.

INSTITUTION International Federation of Library Associations and Institutions, The Hague (Netherlands).

PUB DATE Aug 86

NOTE 39p.; Papers presented at the International Federation of Library Associations (IFLA) General Conference (52nd, Tokyo, Japan, August 24-30, 1986).

PUB TYPE Speeches/Conference Papers (150)

EDRS PRICE MF01/PC02 Plus Postage.

DESCRIPTORS Cataloging; Developed Nations; Foreign Countries; *Interlibrary Loans; International Organizations; Library Associations; *Library Networks; Library Personnel; Library Services; Preservation

IDENTIFIERS *Document Delivery; France; Japan; Older Library Materials; Rare Books; United States; West Germany

ABSTRACT

Papers on interlibrary loan and document delivery presented at the 1986 IFLA general conference include: (1) "Preservation and/or Availability of Older Literature--an Approach to the Problems, Needs, and Solutions" (Klaus-Dieter Lehmann, West Germany); (2) "From Decentralization to Centralization--Document Delivery in France in 1986" (Marc Chauveinc, France); (3) "Staff for Interlibrary Loan Service" (Virginia Boucher, United States); (4) "Interlibrary Loan and Document Delivery in Japan--an Overview" (Izumi Koide, Japan); and (5) "Subject Cataloging in Library Networks" (Rudolf Frankenberger, West Germany). (KM)

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IFLA

General Conference

Collections and Services Division

Section: Interlibrary and Document Delivery

Tokyo, Japan
August 1986

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IFLA

1986

IFLA GENERAL CONFERENCE, TOKYO

Division: Collections and Services

Section: Interlibrary and Document Delivery

9-IL-1-E

English version

Preservation or/and Availability of elder literature.

An Approach to the Problems, Needs and Solutions.

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K E Y W O R D (S):

Interlending
Elder Literature
Preservation
Microforms

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marks:

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r distribution only ☐

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Klaus-Dieter Lehmann

Preservation or/and Availability of elder literature.

An Approach to the Problems, Needs and Solutions.

The Federal Republic of Germany possesses a decentralized interlibrary loan system structured according to subjects and corresponding to just such a national acquisition program. Every year, more than 2,2 million lending orders are dealt with by the German interlibrary loan service.

An efficient device for location ascertainment is the Serial Database now containing 450.000 serial titles with 1,5 million location symbols and, for recent monographs, the Union Catalog of machine readable data containing 6 million titles at present - both available either as microfiche catalog or online database. The existing computer-assisted location verification and delivery system especially meets the demands of user groups requiring largely serial and recent monograph literature. Older resources have to be located mostly in a conventional way, i. e. by means of central card catalogs. More efficient interlibrary loan tools for these holdings still have to be developed.

On the other hand, a sample study made by the German Interlibrary Loan Service shows that lending orders for arts and humanities literature with monographs prevailing over serials account for almost 2/3 of all lending orders and that of all arts and humanities lending orders, 22,5 % concern literature before 1900 and 38,5 % literature before 1945. Similar results hold for the International Loan Service, too.The peculiarities connected with interlibrary lending of older and valuable books are therefore of great importance. To an increasing extent, a conflict arises between the preservation of historic library holdings and their use. A study published by the German Library Institute late in 1985 suggests an irregular loan restriction practice, it shows, however, quite clearly that large lending libraries increasingly impose extensive circulation restrictions upon their ancient holdings. The growing awareness of danger to historic library collections is expected to bring about still more use limitations. Protective measures are necessary. Nevertheless, uniform

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organizational and technical methods must be found to keep older holdings available in a practicable and reasonable way also in future.

First, a matter of great importance is the establishment of so called special collections (rare book collections) where the most valuable books of the general collection are concentrated and stored in special stacks. Circulation restrictions can thus be applied uniformly, theft and loss of these books are rendered more difficult. In the Federal Republic of Germany, a segregation of books printed before 1700 is the practice in just one third of all libraries.

Research libraries should concentrate upon microfiching their endangered rare holdings. Both microfiching of books ordered by interlibrary loan and systematic fiching are indicated. For this purpose precise criteria of selection, time and technical execution must be defined. The Volkswagenwerk Foundation is going to take charge of this program. The Foundation has already shown its intense commitment to the preservation of historic library collections by establishing central book restoration workshops in recent years.

Another desirable development for a better utilization of historic book collections is the incorporation of the catalog data in the large machine-readable union catalogs of German libraries. A start was made by the conversion of ancient holdings catalogs of the Bavarian State Library in Munich and the State & University Library in Göttingen. Other libraries with large historic book collections are to follow according to a priority program developed by the German Research Society . The nucleus will form the basis for a coordinate action toward retrospective conversion in the Federal Republic of Germany. The catalog descriptions should provide information on available master fiche from the materials conversion program or indications of whether it would be worth-while to make a library journey to consult the materials on site.

Moreover, there are still a lot of particular measures which could not be discussed here, from book care in general to careful photoreproduction. In this paper an attempt was made to draw up considerations which can be effectively put into practice only provided there is a national consensus for it.

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IFLA GENERAL CONFERENCE, TOKYO

Division: Collections and Services

Section: Interlibrary and Document Delivery

1986

10-IL-2-E

English version

FROM DECENTRALIZATION TO CENTRALIZATION

DOCUMENT DELIVERY IN FRANCE IN 1986

By

Marc CHAUVEINC

Head of the Centre de Prêt de la

Bibliothèque Nationale - PARIS

KEYWORD(S):

Interlending

Document Delivery

French Libraries

or internal use only: SI

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Marc Chauveinc

From Decentralization to Centralization
Document delivery in France 1986

France is usually looked upon as a centralized country but the access to library documents is marked by an extreme decentralization and the absence of any organization.

French libraries have the complete freedom to borrow and lend. The whole of the interlibrary loan service depends on gratuitous brotherly help between the libraries.

This mutual help is, however, supported and complemented by:

Central Catalogs

- C.C.O.E. (Catalogue Collectif des Ouvrages Etrangers), i.e. a card catalog giving information about 4,5 million foreign books held by French libraries.
- I.P.P.E.C. (Inventaire Permanent des Periodiques Etrangers en Cours), that is a printed general catalog of foreign periodicals, now having become the C.C.N. (Catalogue Collectif National des publications en série), an online access serial database.
- C.D.S.T. / C.N.R.S.

  The "Centre de Documentation Scientifique et Technique" of the C.N.R.S. is the largest document delivery center in France, dealing with approximately 400.000 requests per year. It supplies, however, only photocopies of articles and dissertations.
- CADIST

  The CADIST (Centre d'aquisition et de diffusion de l'information scientifique et technique) are university libraries charged with collection all the literature pertinent to a special field of science, much like the German "Sondersammelgebietsbibliotheken". So far twenty centers of this kind have been established

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(for physics, chemistry, medicine, theology, Germanic studies etc.).

The "Centre du Prêt" of the "Bibliothèque Nationale", Paris

Originally an institution controlling the circulation of manuscripts, the "Centre du Prêt" has developed into a lending library for currently published French works. Since 1980, the Legal Deposit plays an essential function within the U.A.P. fulfilling 73 % of the lending requests for French books from all over the world.

Apart from several small improvements (e.g. telex, telephotocopies), a substantial reorganization was carried out in 1985 by establishing the "Agence Nationale de l'Information Scientifique et Technique". This agency should integrate most of the aforementioned institutions into a uniform structure, thus effecting a better coordination of services.

The results still remain to be seen but there is a justified hope that the present situation may improve by the centralization just mentioned.

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1986

IFLA GENERAL CONFERENCE, TOKYO

Division: Collections and Services

Section: Interlibrary and Document Delivery

11-IL-3-E

Staff for Interlibrary Loan Service

by

Virginia Boucher

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Boulder, Colorado, U.S.A.

KEYWORD(S):

Interlending

Personnel

Staff

For internal use only:

To be brought to meeting no:

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Remarks:

to be presented orally ☒

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STAFF FOR INTERLIBRARY LOAN SERVICE

by

Virginia Boucher

> Interlibrary lending, it seems, is often the poor relation in libraries. The job of deciding which document supplier to approach and what bibliographic detail to provide to the supplier is frequently left to very junior members of staff. Some of these will be familiar with library practices and be able to judge clearly, while others will have no bibliographical knowledge, feel bewildered by the requirements of an interlibrary loan application form, and know nothing of the range of sources or forms of supply...[1]

> ...the main problem remains <u>within</u> it (the library), where managers and personnel give no recognition to the knowledge and skills required to operate a networking system incorporating many levels and specialities - which is what 'Interlending' is about. They even fail to recognize it as an distinct operation within libraries...[2]

The leadership and staff for interlibrary loan service is a far more complex matter than many libraries appear to believe. It is time for the library world to devote specific attention to the tasks and roles which make up modern interlibrary borrowing and lending. In some libraries a clerk performs the many tasks associated with interlibrary loan. In others there is one or more highly trained professional librarians aided by several levels of support staff. The old interlibrary loan saying, you only get what you are wise enough to request properly, is still true even in this day of electronic systems, standardization, and readily accessible sources. To make the best use of all our library resources for the benefit of all our library patrons,

competent, energetic, and well-trained interlibrary loan staff is a necessity.

Let us look at an active interlibrary loan service located in a library of some size in the United States. This interlibrary loan service is a unit which reports to the head of public services. The leader of the unit is a professional librarian, and there is other staff.

What are the roles required today of the librarian directing such an operation? There are at least seven which can be specified.

First of all the professional librarian is a manager who is concerned with the basic tasks of planning, organizing, staffing, directing, and controlling the interlibrary loan service. The manager must be familiar with the mission statement, goals, objectives, and organization of the library as a whole. In addition, one must understand the people the library serves, the sources of funding and how the amounts are budgeted, the particular strengths of all library staff, and the nature of the building. The manager should know how to do cost and evaluation studies and other such problem solving techniques. The manager understands the relationship with and supplies information to other departments such as collection development. Finally, the manager is occupied with staff.

In hiring employees for interlibrary loan, it is important to have a specific job description. It should include the purpose of the job, who supervises the employee, whom the employee supervises, the specific tasks to be done, the equipment to be used, and any unusual aspects of the work. The education, knowledge and skills required need to be stated.

There are a number of methods available for gaining information about an applicant. The interview process is one of the best ways to learn about a person. Questions should be asked pertaining to the major parts of the job description. In addition, some general

questions are advisable concerning the ability to do detailed and accurate work, the understanding of bibliographic data, knowledge of foreign languages, and physical fitness for accomplishing the work at hand. Skills testing, looking at applications for accuracy and detail, and recommendations from previous employers are other ways to find information about an applicant. Someone with an active curiosity, wide range of interests, and willingness to learn new things is well suited to interlibrary loan work.

Training of staff is the key to success in interlibrary loan service. An orientation to the library as an institution, to the different parts of the library, and to the interlibrary loan office is essential. A thorough grounding is necessary in cataloging information, bibliographic citations, card or automated catalogs, serial records, call numbers and location devices for those who are not familiar with them. Background on interlibrary loan is useful: codes, policies, and copyright law. Then instruction must be given in how to perform the specific tasks which make up the job. A step-by-step procedure manual arranged by task can be a great assistance to the trainer. Manuals describing automated systems are also of value for training.

Supervision of a trained employee is concerned with determining if the job is being done efficiently and effectively and with answering quickly the day-to-day questions which arise. Notes can be kept during the year so that the annual performance appraisal is factual and accurate.

The utilization of staff in interlibrary loan can present some interesting choices. The large variety of tasks, the time at which each must be done, the access to electronic equipment, the hours of public service, and the complexity of the library itself are some of these considerations. The skills of individuals should be matched to appropriate tasks. More than one person should know how to do a

particular task - sometimes a real challenge with a limited staff. Rotating repetitive tasks among employees can alleviate boredom. Each task should be assigned to the level of staff where the work can be done most efficiently for the least cost. A highly trained technician should not be retrieving books from the stacks when a student assistant or entry level person could do the job. The professional librarian should not be searching all of the requests through a bibliographic utility (such as OCLC - Online Computer Library Center) when a subordinate could match 85% of them with the proper bibliographic record. A detailed analysis of all such tasks, including the appropriate level of staff for the performance of each, contributes to efficiency and could possibly point the way toward automation for some tasks.

The development of a positive attitude among the staff is important. In offices where there is a heavy workload, it is easy to become discouraged from really trying to accomplish the tasks at hand. It is easier, for example, to tell a library patron a request cannot be filled by the date needed than to conceive a way to get the material on time. The I-can-do-it attitude needs to be fostered and creative solutions to problems encouraged. More detail on management is to be found in the author's Interlibrary Loan Practices Handbook.[3]

Secondly, the professional librarian is a bibliographic reference practitioner. In this role, the librarian teaches the staff the data elements necessary for correct bibliographic citations for books, periodical articles, government publications, conference proceedings, newspapers in microform, and dissertations and masters' theses. Staff can be trained to do a lot of bibliographic searching, but it is the librarian who must know and explain cataloging rules, holdings statements, and national or international standards. It is the librarian who learns of new reference sources, new locations for

materials, and new methods of searching. At the same time, the librarian must remember the search strategies used before automation appeared. Some requests can only be found in the old way of designing a search strategy and looking for the item manually.

A third role for the professional librarian is that of legal advisor. There are the interlibrary loan codes which are policy agreements, there are other agreements concerning network activities such as those for supplying free photocopy, and there are copyright laws. The legal advisor must read and understand the copyright laws in order to adopt appropriate policies and procedures and to instruct the staff. Compliance with the law is imperative. Should international interlibrary loan be used, abiding by the copyright laws of other countries becomes a necessity, too.

The automation counselor is a fourth role for the professional librarian. First of all, the librarian often deals with one of the major bibliographic utilities: OCLC (Online Computer Library Center), RLIN (Research Libraries Information Network), WLN (Western Library Network), and UTLAS (University of Toronto Library Automation System). These bibliographic data bases of cataloging records are the primary source of information for interlibrary loan verification and location of holding libraries. The speed with which such information can be obtained makes the high volume of interlibrary loan requests possible today. Keeping up with the development of these data bases and systems is the job of the automation counselor. This information must be passed on to the staff. Most of the bibliographic utilities mentioned above have an interlibrary loan system designed to transmit interlibrary loan requests and monitor them until their completion. Here, then, is another system which must be learned, followed, and taught to the staff. Some libraries communicate by electronic mail using microcomputers with modems and a telecommunication network. Again, specialized procedures are involved. Other libraries use telefacsimile equipment

to deliver a copy of the document. In the library itself there may be an electronic public access catalog and an automated circulation system. All of these new tools require a great deal of learning, teaching, and maintaining to use, and the future holds other options in the form of such developments as optical disk systems.

The professional librarian serves as a network consultant, the fifth role. Having the knowledge, ability, and opportunity to influence the development of networks can be of great service to interlibrary loan and the library patrons served. Interlibrary loan is done with the cooperation of other libraries whose good will is essential for the smooth accomplishment of the service. Many libraries are a member of a consortium or an alliance which has interlibrary loan as a part of its program. Being able to advise on resource sharing agreements, common procedures, and mechanisms for loan can facilitate such work. The important focus here is on what is to be accomplished before how it is to be done is addressed. Knowledge of how the libraries in the state are grouped together, where the strong libraries in the region are located, and what is developing nationally is important. The place of commercial document delivery in relation to interlibrary loan can also be a factor.

The continuing development of the interlibrary loan subsystems by the bibliographic utilities affords an opportunity for the librarian to suggest desirable change. A good example of this is the Interlibrary Loan Advisory Committee to OCLC. This committee is made up of a librarian knowledgeable about interlibrary loan from each of the networks which manage OCLC services for individual libraries. Knowing what was needed and expressing those needs was significant in bringing about the changes necessary to increase the efficiency of the subsystem for interlibrary loan users. The work of this committee continues to help refine the subsystem.

Sixth, the professional librarian in interlibrary loan is a teacher.

Educating the library patron in the best way to make use of the service, instructing the staff in how to do their tasks, and informing the other librarians and the library administration about current developments are all part of the teaching role. In future, a challenge may be to teach those using online public access catalogs to initiate their own interlibrary loan requests.

For major libraries, there is also an obligation to teach library workers in smaller libraries the basics of interlibrary loan so that library patrons of those libraries can have access to larger resources. Bernard Vavrek, in his research conducted at the Center for the Study of Rural Librarianship at Clarion State College in Pennsylvania, showed that borrowing and lending does indeed occur in small rural libraries.[4] Few items were loaned compared to the number borrowed. Someone needs to teach those in small libraries how to interview library patrons (which can only be done at the local level), how to prepare a complete bibliographic citation, and how to transmit interlibrary loan requests properly. The professional interlibrary loan librarian should certainly have a major role in teaching those in smaller libraries, depending upon how the state, region, or nation is organized. Training models developed while teaching staff how to perform specific tasks should be shared with others. Larger interlibrary loan services can only benefit from helping the smaller libraries for more accurate and complete requests will result.

The seventh role for the professional librarian is that of <u>defender of rights</u>. The freedom to read is essential to a democracy. The right to read whatever the library patron chooses is guaranteed in the United States by the First Amendment to the U.S. Constitution and by the Library Bill of Rights adopted and amended by the American Library Association. This right must be protected by all librarians including the interlibrary loan librarian. The right of anonymity goes with the freedom to read. The confidentiality of library records has been recommended by the

American Library Association. Some states, such as Colorado, have adopted legislation to protect circulation and other records, such as interlibrary loan records, from inspection except in cases of due process of law.

Interlibrary loan service is not work for just anyone.

The professional librarian who guides interlibrary loan service is most effective if the roles of manager, bibliographic reference practitioner, legal advisor, automation counselor, network consultant, teacher, and defender of rights can be performed well. Only then will library patrons get what they want when they want it.

ENDNOTES

1. Hilary Shaw, "Educating the Interlenders - A View from the United Kingdom," Interlending & Document Supply 12(July 1984): 103-104.

2. Brian Else, "Educating the Interlenders: A Letter to the Editor," Interlending & Document Supply 13(January 1985): 28.

3. Virginia Boucher, Interlibrary Loan Practices Handbook (Chicago: American Library Association, 1984).

4. Bernard Vavrek, "A Struggle for Survival: Reference Services in the Small Public Library," Library Journal 108(May 15, 1983): 966-69.

IFLA GENERAL CONFERENCE, TOKYO

1986

Division: Collections and Services

Section: Interlibrary and Document Delivery

12-IL-4-E

Interlibrary Loan and Document Delivery in Japan: An Overview

by

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KEYWORD(S):

Interlending
Japanese Libraries

r internal use only:

be brought to meeting no:

153

marks.

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I. DEVELOPMENT OF INTERLIBRARY LOAN IN JAPAN

1. Development of Library Facilities

Development of library facilities in Japan after World War II began with the establishment of the National Diet Library (NDL) in 1948. It is a depository library and fuctions as a center of library cooperation by rule. Two significant library laws were enacted in Japan, the Library Law in 1950 which states free service, and the School Library Law of 1953.

The following table demonstrates the increase of libraries in the last 20 years listing them by types:

	Public*	University	Special**
1965	773	571	1,354 (1969 ed.)
1970	881	684	1,549 (1972 ed.)
1975	1,048	777	2,006 (1976 ed.)
1980	1,320	851	2,019 (1979 ed.) 2,023 (1982 ed.)
1985	1,633	897	2,150 (1985 ed.)

* Includes some private libraries which are open to the public.
** Includes some university libraries.

Source: Statistics on Libraries in Japan; and for special libraries, Directory of Special Libraries, Japan (1985).

There are several types of libraries in Japan such as national libraries, public libraries, university libraries, special libraries, and so on. Even within a type, there are several categories distinguished by the founding body such as national and private university libraries, libraries of private enterprise and learned society. It usually requires much more effort for libraries of different backgrounds to cooperate than for libraries of similar origin. This diversity often works as a barrier.

2. Union Lists and Other Tools

a) Periodical Literature:

The Union List of Scientific Periodicals has been the fundamental tool for locating periodicals in academic and research libraries. It started in 1953 as a union list of periodicals collected in the libraries of the seven former imperial universities. It had four divisions: humanities and social sciences in Japanese

language; humanities and social sciences in European languages; natural sciences in Japanese language; and natural sciences in European languages. Through several revisions, it has grown to be the most comprehensive union list of periodicals in Japan. Both of the two divisions in Japanese language were merged, revised, and published in March of this year, including 38,076 titles in 623 libraries. The latest edition of humanities and social sciences in European languages was published in 1980 including 36,881 titles collected in 355 libraries. The latest edition of natural sciences in European languages was published in 1979 including 38,600 titles in 339 libraries. Its supplement came out in 1982 listing 24,626 titles in 489 libraries.

There are other union lists of limited scope: for example, the Union List of Periodicals in Public Libraries in Miyagi Prefecture,[1] the Union List of Periodicals in European Languages in Private University Libraries in the Tōkai Region,[2] and so on. There is, however, a scarcity of union lists noting periodicals as they may be found in differing types of libraries. Although Kanagawa, Tokushima, Yamaguchi, and Yamanashi have union lists of periodicals owned by differing types of libraries in respective prefectures, it is usually difficult to overcome the barriers that lie between university and public libraries.

b) Books:

The NDL has compiled the Union Catalog of Foreign Books, which is an annual acquisitions list. It started in 1958 as a joint list of 19 organizations including the NDL, 16 universities and 2 major public libraries, and now it has developed to include 52 libraries. The latest issue is the 1981 edition published in 1985 and listing 151,494 entries. The NDL keeps a card catalog of all the titles which appeared in past editions.

Kokusho Sōmokuroku, published in 1963-1976, is another example of a comprehensive union list, which contains books either authored, edited, or translated by the Japanese up until 1867.

International Christian University (ICU) library and the International House of Japan (IHJ) library, which is a special library, jointly compiled the Books on Japan in English: Joint Holding List of ICU Library and IHJ Library in 1984,

which lists 5,860 books related to Japan. It is one of the few examples of cooperation which overcame difficulties caused between the founding institutions.

c) Mechanized System:

As of March 1986, of the nine university libraries which have introduced UTLAS, six also use REFCATSS, the system which may be used for interlibrary loan. It is, however, hardly ever used for that purpose.

The Center for Bibliographic Information (CBI), University of Tokyo, established in 1982, is a national public facility for the university community, and provides a CBI network system which is now in full operation and is the first nation-wide bibliographic center for Japan. As of October 1985, four libraries had participated, and 15 libraries decided to join its online cataloging system. It provides locations for 979,434 records of periodicals in Japanese, and for 599,534 records of periodicals in Western languages. An interlibrary loan system is in the planning stages and is expected to facilitate the service.

3. Development of Interlibrary Loan

Interlibrary loan in this paper includes supplying either original materials or photo reproduction between libraries. The first instance of systematic interlibrary loan in Japan was practiced by the Teikoku Daigaku Toshokan Kyōgikai (The Association of Imperial University Libraries). Kyoto Imperial University Library provided interlibrary loan service to the students of Tokyo Imperial University (now University of Tokyo) when the library was totally destroyed by fire as a result of the Kanto Earthquake in 1923. Yet interlending was infrequent and did not really draw general attention until the latter half of the 1960s.

a) University Libraries:

The first statistics on interlibrary loan appeared in 1967 regarding the practices of university libraries. Both the number of books loaned and borrowed has decreased since after 1980 while the number of cases when photocopies were supplied and requested has rapidly increased. Aside from the increase in demand for information, the diffusion of the photocopying machine since 1975 has caused this remarkable rise in requests.

	1967*	1975	1980	1985
No. of univ. libs. in total	636	777	851	897
No. of libs. practicing interlibrary loan	260	516	664	711
No. of books interlent	8,476 (cases)	23,943	27,067	11,824
No. of books borrowed	7,935 (cases)	15,362	31,418	15,782
No. of cases when photocopy supplied	47,982	264,945	431,141	937,058
No. of cases when photocopy requested	42,152	17,5846	299,034	436,948

* The year 1967 indicates the figure accumulated from April 1966 to March 1967. When figures show yearly accumulation hereafter, their duration is from April of the previous year to March of the proper year.

Source: Statistics on Libraries in Japan.

In 1979 national university libraries created a centralized interlibrary cooperation system which facilitates payment for photo reproduction. National university libraries usually require payment for photocopying in advance of each request, (they still require advance payment for each request by libraries other than national university libraries). This has caused delay of document delivery. With this new system, the fee is transferred after the photocopy is received. This new system may also be a contributing factor in the mounting number of photocopy cases.

b) Public Libraries:

	1976	1980	1985
No. of public libs.	1,050	1,290	1,589
No. of prefectural libs.	65	67	72
No. of prefectural libs. practicing interlending	39	48	63
No. of prefectural libs. owning library cars	38	40	35*
No. of books interlent by prefectural libs.	1,484,239	2,471,427	1,659,616

* Decrease does not necessarily mean cessation of lending. The Tokyo Metropolitan Central Library, for example, has consigned messenger tasks to a subcontractor and owns no library car.

Source: Statistics on Libraries in Japan.[3]

Although public libraries gave interlibrary loan service in the 60s, it was not until 1975 that this service became actively promoted. Most of the library cars owned by the prefectural libraries were brought in after 1975.[4] A survey of the amount of books sent out via interlibrary loan began in 1976. City, town, and village libraries have been thought to be in the first line for lending books, while prefectural libraries with bigger collections function to back them up. The frequency of library car driving varies from twice a week to once a month. The decrease in the number of books lent by the prefectural libraries to other libraries in 1985 may be caused by the decrease in the number of library cars, but it may also indicate that first line public libraries' collections have improved so as to meet patrons' needs better than before and thus necessitating less loaning from outside.

c) Special Libraries:

The Japan Special Libraries Association, founded in 1952, appoints interlibrary loans between its member libraries. In 1985 the association had about 600 members. A comprehensive survey to cover interlibrary loan by special libraries is not available.

The Otemachi Special Libraries Group[5] has been very active in various aspects including interlibrary loan. In 1976 fourteen member libraries surveyed their practice of interlending for 20 business days. The total number of volumes lent to other members was 108 and the same number of volumes was borrowed. Twelve volumes were lent out and 16 volumes were borrowed from other non-group member libraries. If this number is multipled by 12 months, then 1,296 volumes should have been circulated among them.

d) The NDL

The depository library of Japan, the NDL, is supposed to have every book or publication published in Japan. It actually functions as a lending library to other libraries. Its collection has amounted to about 4 million altogether. It serves the two Houses of the Diet, as well as the judiciary and administrative bodies, and the people of Japan. It does not lend books directly to people but instead, through other libraries. In 1971 mail was used to deliver materials in

only one third of the cases of university and public library borrowing. This ratio doubled by 1980.

		1965	1970	1975	1980	1985
Books lent to univ. & public libs.	No. of cases	619	1,420	2,559	4,575	5,260
	No. of vols.	1,346	2,747	5,878	10,246	10,693
Books lent to special libs.	No. of cases	250	277	473	517	534
	No. of vols.	476	472	1,015	1,194	1,344

Source: Annual Report of the National Diet Library.

II. PRESENT PRACTICE OF INTERLIBRARY LOAN BY LIBRARY NETWORKS IN JAPAN

1. Individual Groups

a) Japan Medical Library Association (JMLA)

Since its foundation in 1927, JMLA has promoted and supported interlibrary loan. It had 101 member libraries in 1985.

Interlibrary Circulation:

	Original materials		Photocopy		Overseas	
	Lent	Borrowed	Lent	Borrowed	Lent	Borrowed
No. of libs.	73	80	101	101	14	89
Total no. of cases between members	1,635	2,374	921,123	224,574	323	6,639
Average	22	30	9,120	2,224	16	75

The figures also include cases of direct applications to the circulation desk by another library's user.

Source: The 56th Annual Statistics, The Japan Medical Library Association (April 1984-March 1985).

It is estimated that in 1985 at least 27 libraries used telex for applying for borrowing.[6]

Tools: JMLA compiles a List of Current Periodicals Acquired by the Japanese Medical, Dental and Pharmaceutical Libraries every year. In the 1985 edition, 7,876 titles of periodicals in European languages and 2,568 titles in Japanese

language are listed from the member libraries and 34 non-member cooperating libraries. An accumulative list comes out every 5-6 years as the Union List of Medical Periodicals in the Medical Libraries of Japan. Keio University Medical Library and Information Center keeps a card catalogue of the union list of medical books in foreign languages acquired by member libraries until 1979. The new acquisitions after that are listed in the Union Catalog of Foreign Medical Books, which is published quarterly and accumulated later in annual editions.

Photocpying Charges[7]: Photocopying is charged from ¥20 to ¥70 per sheet (average ¥45) between members. National university libraries charge ¥45 per sheet while private university libraries charge from ¥20 to ¥60. (Some also charge an initiation fee). Some libraries charge up to ¥250 per sheet to profit organizations. The expenses for photocopying, document delivery, and money transfer are basically charged to applicants, not libraries.

Money Transfer: There is no centralized system for remitting between the member libraries. Required methods of remittance vary from one library to another: national university libraries request cash by registered mail[8] or a revenue payment note; public university libraries allow post office giro[9]; most private university libraries request cash by registered mail but some allow post office giro, bank transfer,[10] or postage stamps if the amount is small.

b) The West Tokyo Inter-University Library Association

This association formally started in 1976 and consists of 24 private and 4 national university libraries. It is a most active university library network regardless of differences in the founding institutions and varieties of subjects. The fields of the member libraries span from general subjects to specific ones such as medicine, technology, art, music and theology.

Interlibrary Circulation: As all the member libraries are in West Tokyo, it is easy for a library's patron to approach another library even though there is no special accomodation for transportation between libraries. The ratios of receiving and issuing introduction for use to other member library are high in comparison with those of book circulation and photocopying. Regular mail system is used for document delivery in the case of photocopies. According to regulation,

a library staff member must go to another library and pick up books in the case of book circulation. Four libraries have already introduced facsimile and use it for document delivery as well as general liaison.

	Books		Photocopy		Introduction for use	
	lent	borrowed	lent	borrowed	received	issued
No. of libs. practicing interlibrary loan	14	22	27	27	26	23
No. of cases between members	11	12	552	534	601	668
Total no. of cases	290	404	16,066	9,114	3,160	2,492

Source: Results of the Practice for Fiscal Year 1984 (April 1984-March 1985)

Tools: The association has compiled a Union List of Periodicals. Its first part is for periodicals in Japanese and was revised as of April 1980 to include more than 3,000 titles. Its second section which lists journals in European languages was published in 1978 including about 5,700 titles.

Photocopying Charge and Money Transfer: Among the 28 libraries, 12 libraries charge ¥40 per sheet, 8 libraries charge from ¥45 to ¥50, and 8 libraries charge from ¥15 to ¥30. There is no centralized system for remittance. Out of 18 libraries which require cash registered mail, 15 libaries allow other means, for example, the equivalent amount in postage stamps if the amount is small. Five libraries receive postage stamps regardless of the amount. Five other libraries require bank transfers.

c) Otemachi Special Libraries Group

This group is one of the most active and effective library networks. It has 13 members now, whose parent institutions range from private companies to governmental corporations.

Interlibrary Circulation: There are no figures showing the total activities of the member libraries after 1976. The Keidanren (Japan Federation of Economic Organizations) Library, one of its powerful members, lent out 40 books and periodicals to other members for the month of July 1985.[11] This number indicates how active this library with 50,000 books and 1,000 periodical titles is and shows their high amount of service. All of the member libraries are located in

the Otemachi area of Tokyo and it only takes 10 minutes or so at most to walk to another library. Errands are usually taken care of once a week between libraries or more often if necessary. Interlibrary loan service is flexible to meet demands. As lending/borrowing is more frequent than photocopying, remittance is usually unnecessary. If it is necessary, some of the members require bank transfers.

Tools: A Union List of Japanese Periodicals[12] was published in 1979 including 2,325 titles. A Union List of Foreign Periodicals[13] is being revised to be published in June of 1986 including 1,152 titles. The Business Reference Books: Union List of Reference Books in Otemachi Special Libraries Group[14] was published in 1981 listing 4,362 Japanese titles and 1,152 foreign titles. Another one of its lists is The Union List of Biographies, Directories, and Maps[15] which was published in 1972 including 619 entries.

d) The NDL

The NDL provides interlibrary loan service for university and public libraries who have registered with their interlibrary loan system, and for all members of the Special Library Association. In 1979, 45% of college and university libraries, and about 30% of public libraries registered with this system.[16] The libraries located outside of Tokyo may apply for borrowing or photocopying by mail. There is no charge to borrow a book, and libraries borrowing a book pay only for the postage and packing for returning. Each library may borrow a maximum of ten books for a month. Those libraries who have signed a Payment-After-Delivery Arrangement[17] may receive a photocopy before they have paid the charge. Two-thirds of university libraries and one-third of public libraries outside Tokyo had joined the arrangement as of 1983,[18] and the ratio is increasing. Photocopying (¥35 per sheet), postage for mailing, and a minimum handling charge are to be paid either by bank transfer or post office giro.

There are some problems: 1) Time lag in published acquisition information: For Japanese publications, the complete catalog of the NDL holdings is published for acquisitions only until 1968, and the one for the years 1969-1976 has just begun to be published. Their author and title index to the Japan National Bibliography Weekly List is compiled only quarterly. Japan Marc gives holding information

acquired after 1981, but only 30 to 40 libraries have introduced it. Because of these inconveniences, libraries often depend on inquiries either by telephone or by mail. The reference telephone is almost always busy and one usually only gets connected after many trials. 2) Complicated procedures: Inquiries about holdings and call numbers must be sent to the Reference and Bibliography Division whereas applications for borrowing and photocopying have to be sent to the Circulation Division. All applications then must be submitted with the corresponding call numbers.

Borrowing took about 10 to 14 days by mail in February, 1979.[19] Because packaging and mailing were transferred to subcontractors and mailing was reduced from twice to once a week in August of 1979, it is estimated that borrowing now takes about one week longer for libraries than 7 years ago.

The NDL organization will be revised in June of 1986 and a new Library Cooperation Department will take charge of all interlibrary business: reference work including holding information and call number search as well as receiving applications for borrowing and photocopying. It is expected to save time and energy and make interlibrary loan easier. The NDL is also considering starting a money deposit system for photocopying charges instead of requiring payment every time remittance has occured. The NDL also began a pilot project early this year testing facsimile for receiving reference questions and applications for borrowing. Practical operation of facsimile is expected to start in the fall of 1986 and will be open to every type of library. It will hopefully shorten the time needed for lending.

2. General Trends

In the past several years, an increasing number of agreements has been made between libraries. Some of them are for use while others are for interlibrary loan. The goals of these agreements are diverse depending on the circumstances. Some agreements are made between city libraries while other are made between public and school libraries. There certainly are new trends towards promoting interlibrary cooperation in Japan. Here are some examples:

Agreement on Interlibrary Loan of Library Resources[20] (August 1982)
between the Kobe Municipal Library and Kobe Technical College Library

Agreement on Interlibrary Cooperation[21] (March 1984)
among Niigata University Library, Niigata Prefectural Library[22]
and Niigata Nuttari City Library

Although interlibrary loan in Japan started because of a shortage of resources, libraries need interlibrary cooperation today because of the abundance of information available. Cooperation is expected not only in interlending but also in other areas such as cataloging, and preservation. The more frequently and actively interlibrary loan service is practiced, the more it promotes interlibrary cooperation in other fields. There are four factors that still need improvement: making information on holding available; simplifying application procedures; reducing remittance costs; fascilitating remittance. Much labor is being expended and effort being made by Japanese librarians in order to provide increased and improved interlibrary service.

Notes

1. Translation of: Miyagi kennai kōkyō toshokan chikuji kankōbutsu sōgō mokuroku.
2. Translation of: Tōkai chiku shiritsu daigaku yōzasshi sōgō mokuroku.
3. A figure for interlibrary lending was first made available in 1976. Statistics for public libraries other than prefectural ones are not available.
4. Source: "Shiryō: Todōfukenritsu toshokan kyōryokusha (renrakusha) tō unkō ichiran" (Table of library cars owned by prefectural libraries) in The Library Journal vol.79 no.7, July 1985, pp.402-403.
5. Translation of: Ōtemachi shiryōshitsu renrakukai.
Source for this paragraph: Ikinai jūyon kikan-kan no shiryō ryutsūryō tō chosa kekka yoshi. (Summary of the survey results on interlibrary circulation among 14 member libraries) Tokyo: Otemachi Shiryoshitsu Renrakukai, 1976.
6. Source: Akio Tsunoda, "The present situation and problems of interlibrary loan operation in the Japan Medical Library Association: summary of an inquiry report" in Journal of the Japan Medical Association, vol.28 no.2, 1981, pp.132-142.
7. Source for this and the next section: ibid.
8. With this system, cash is sent in a special money envelope which costs ¥20. It costs a minimum of ¥410 to register this envelope. This rate increases with the weight of the money enclosed.

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9. Commission fee: ¥30 for less than ¥1,000; ¥50 for ¥1,000 and up to ¥5,000; ¥70 for up to ¥10,000; and ¥100 for up to ¥50,000. It is one of the cheapest means of remittance.

10. Commission fee: ¥200 (ordinary), ¥400 (telegram); plus ¥200 if including transfer to another bank; plus ¥200 if remittance is more than ¥30,000.

11. Source: The Keidanren Library's circulation record.

12. Translation of: Kokunai chikuji kankōbutsu mokuroku.

13. Translation of: Gaikoku chikuji kankōbutsu mokuroku.

14. Translation of: Bijinesu refarensu bukku: Ōtemachi shiryōshitsu renrakukai sankotosho sogo mokuroku.

15. Translation of: Jimmeiroku, kaisha dantairoku, chizu shozai mokuroku.

16. Source: Manabu Kubota, "Tosho no kannai etsuran to kangai kashidashi" (The use of the books in the library and circulation) in N.D.L. Library Science Series, no.22, 1981, p.11.

17. Translation of: Fukuseibutsu sakiwatashi seido.

18. Sources: "Toward a library for libraries: a survey report on NDL services to other libraries." Pt.1: Public libraries, in National Diet Library Bulletin, no.268, July 1983, p.8; Pt.2: University libraries: problems to be solved, in no.277, April 1984, p.6.

19. Source: Hisao Fukushima, "NDL ni okeru 'yūsō ni yoru toshokan-kan kashidashi' no tokuchō to mondaiten" (Characteristics and problems on 'interlibrary lending via mail' by the NDL) in N.D.L. Library Science Series, no.22, 1981, p.11.

20. Translation of: Kōbe shiritsu chūō toshokan, Kōbe shiritsu kōgyō kōtō semmon gakkō toshokan-kan ni okeru tosho shiryō sōgo taishaku ni kansuru moshiawase.

21. Translation of: Toshokan-kan no sōgo kyōryoku ni kansuru kyōteisho.

22. Translation of: Kenritsu Niigata toshokan.

IFLA
1986

IFLA GENERAL CONFERENCE, TOKYO

Division: Collections and Services

Section: Interlibrary and Document Delivery

39-ADM-3-E

Subject cataloging in library networks

by

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K E Y W O R D (S):

Subject cataloging
Library networks
Federal Republic of Germany

r internal use only:
be brought to meeting no:
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marks.
be presented orally ☐
r distribution only ☐

Subject cataloging in library networks.
by Rudolf Frankenberger

In 1984 the results of "User Research II" - a project sponsored by the German Research Society - were published. The project concentrated upon the use of information tools provided by West German research libraries. For the first time accurate data on the actual use of catalogs, particularly subject catalogs, were expected to be obtained on a large scale. The findings described in the "Subject Catalog Search" section of the study are as follows:

1. Out of 4.942 searches in all only 11 % were carried out with subject catalogs, the vast majority of them being executed with the help of the author-title catalog.
   Of the subject catalog searches 7 % were done with an alphabetical subject catalog and just 4 % with a classified catalog.
   It is the predominant use of the author-title catalog that became very evident but the study also manifested a "users' preference for the alphabetical subject catalog".
2. The specialty of the library user did not exert any influence upon the subject catalog searching behavior.
3. The users doing their searchings with the alphabetical subject catalog consisted of 84 % undergraduates, 4 % teaching staff and 10 % nonmembers of the respective universities.
4. In most cases no more than 2 approach terms per search were chosen.
5. Subject searches took as much time with alphabetical subject catalogs as with classified catalogs: 10 minutes on average.

The study has thus shown, in accordance with similar investigations made in the United States, that in traditional card or microfiche catalogs only a small part of the searches is done with the subject catalog. That doesn't mean, however, - as sometimes suggested - that subject cataloging can be completely dispensed with. Practical experience and several inquiries made by British and North American libraries have clearly evidenced that with online catalogs more than 60 % of all searches are subject ones. It can be safely predicted for the Federal Republic of Germany, too, that the progressive change from card or microfiche catalogs to online systems will bring about a similar shift in the library users' searching behavior. The first search term for an online terminal is then likely to be a subject one. Therefore questions connected with cooperative subject cataloging are discussed and acceptable solutions sought to an increasing extent. This is a very important item, not least because subject cataloging is the most expensive part of all cataloging activities of a library.

1. Classified cataloging and shelving

In the majority of cases library users prefer large open access libraries where they can browse among books, get new ideas for their research work, make discoveries - in short, have their adventures. In the Federal Republic of Germany all new University Libraries, i.e. those built in the nineteen sixties and seventies, are distinguished by classified shelving of a substantial part of their holdings. The so called "older" University Libraries make increasing efforts, too, to enable open access to their resources.

The arrangements on the shelves are as multifarious as the purposes and concerns of individual libraries. They range from the Dewey Decimal Classification to the Eppelsheimer method and many more individual systems. In a library network all these schemes have to be accomodated. The most economical thing would be, of course, a uniform classification system. But the long-standing discussion of the Uniform Classifiaction has made it clear that in Germany marked hypersensitiveness to any standardization always precluded common solutions. A network must therefore have regard for the individuality of each library as far as classifaction is concerned. The classification schemes and / or the classified catalog notations will have to be kept in the library-specific section, rather than in the bibliographic section, of the services of a network operations center.

2. Alphabetical subject cataloging

In library and information science the recent trend has been away from classifying toward indexing. The course toward the alphabetical subject catalog taken by the Federal Republic of Germany has this proved to be the right one. The library users' behavior documented by the German Research Society investigation has clearly shown, too, that the alphabetical subject catalog is to be prefered to the classified catalog. Consequently, rules for the alphabetical subject catalog (RSWK, i.e. "Regeln für den Schlagwortkatalog") have been set up for several years forming the basis for a uniform alphabetical subject cataloging. This catalog code has now been available for some weeks. Since January 1st, 1986 the German (National) Bibliographical Center has been assigning subject headings according to these rules.
The code should be applied by both research and public libraries. It should enable the establishment of card catalogs as well as online catalogs. Therefore it comprises both lexicology and syntax.

For subject headings, narrow terms are used. Corresponding to the conceptual categories of natural language there are subject categories (subdivisions) as follows:

1. Persons
2. Geographic and ethnographic terms
3. Things
4. Time (period subdivision)
5. Form (subdivision)
6. Corporate bodies
7. Historic events
8. Works (of literature, art, etc.)

The choice of the most current terms as subject headings forms the basic principle of the RSWK code. Over and over again, reference is made to general and specialized encyclopedias as authoritative criteria for deciding whether or not a particular term is a current one. Consequently, the formation of subject headings conforms to the latest general and / or specialized reference books in questions like the use of compound words, adjective + noun collocations, fixed phrases as well as the choice between several synonyms and spelling variants. In order to follow common usage as closely as possible the form of the headings differs in some points from that of the author-title catalog. No difficulties will arise for the online catalog on that account because the aim is not to establish, say, a uniform name authority file; according to the various access options there will be rather a heading file for the author-title catalog, an access term file for the alphabetical subject catalog, etc. The common usage principle aims to secure easy use of the subject catalog. The syntactic rules are manifold. It is possible to combine subject terms of the same category as well as those of different categories. These rules are yet necessary because all libraries still have traditional card or microfiche catalogs.

A catalog code like this is an essential prerequisite for cooperative subject cataloging. A code alone, however, won't do. Supplementary tools have to be added. One of these tools will be the Standard Subject Heading List, the first edition of which is to be published towards the end of 1986. This subject heading list is being compiled by the German Library in Frankfurt together with the Augsburg University Library. The German Library is responsible for persons, geographic terms, corporate bodies and titles of works of art; the University Library of Augsburg has taken responsibility for things (including languages), monuments of literature as well as time subdivision terms. The respective extensive subject heading pools on hand are the source material. The Standard Subject Heading List contains separate subject terms and, to a smaller extent, chains of subject terms as well as the necessary "see" and "see also" references. The subject headings are given definitions, if required; the sources are given in the base material, too, but they are not to appear in the printed edition of the list.

The list will comprise about 200.000 subject headings and references. Coming from a large number of research libraries and the German Library, the source material is sure to contain the usual vocabulary met with in research libraries as well as the vocabulary required by public libraries. The standard list admits only those terms as subject headings for which there are books actually available in the network libraries.

In compiling the list every subject heading is given a class number so that the material can also be arranged in a rough systematic order.
Further prerequisites for the cooperative subject cataloging, i.e. for a uniform application of the rules, are a collection of operation examples and implementary regulations, which are being worked on at present, too.
In Bavaria there has been a subject cataloging cooperation of all new University Libraries since 1975. In 1982 the so called older Bavarian University Libraries and the Bavarian State Library in Munich also joined the network. The cooperation of so many libraries needs, of course, some coordination. Coordination problems arise on different levels. First, they arise within one library as a result of the subject specialist system established in most libraries: The allocation of subject headings doesn't take place uniformly in a special department. It is therefore necessary to check the formal and material correctness of the headings as well as the uniformity of the code application in a coordination center of the respective library so as to avoid diverging development in different subject fields.
On the other hand, coordination problems arise between the network libraries.
In order to keep the difficulties as small as possible the particular library's run of business has to be organized with regard to the network conditions. Descriptive cataloging thus precedes subject cataloging so that the librarian engaged in the former may immediatly, in one working process, note down the shelf mark and the subject heading already assigned by another network library. Of course the subject specialist still has the opportunity of adding, altering or correcting something. If that is the case, however, the network coordination center shall become active.
In order to reduce divergences in the cooperative verbal subject cataloging as much as possible all libraries of the network and all stations of the working process are obliged to use the Standard Subject Heading List or, for the time being, the joint subject heading list of the Bavarian Library Network.

It is very essential for the participant libraries to report their "see" references promptly. Such references are made, as a rule, by a subject specialist on the occassion of handling a particular book. Besides, "see" references may also be

considered necessary and executed by the coordination center. All these references are collected and checked by the individual library's coordination center and then reported to the network coordination center. The latter makes a list of the "see" references, which appears at regular intervals in the "Subject Catalog Communications" as long as the network is run offline. These "see" reference lists were originally supposed to settle all crucial questions concerning the proper form of a heading but this assumption soon turned out to be wrong. Numerous questions such as singular or plural, compound term or subheading, the form and use of homonym distinctions as well as problems of sequence have to be resolved outside "see" references. Therefore such cases are included in the "Subject Catalog Communications", too. Sometimes mutual "see also" references as well as definitions are also included. Authorities consulted in checking a particular heading and / or crossreference are always given. In addition, members of the individual libraries' coordination are recommended to hold regular meetings.

If a library takes over an entry from another library, possible subject headings are automatically adopted, too. Subject headings pertain to the bibliographic, rather than to the library-specific, part of a catalog entry. This is of course not unproblematic and there are discussions about this question time and again. Any subject catalog code has to allow free decisions as to the application of the rules. There are usually several conceivable solutions for the allocation of a subject heading - more solutions, in any case, than in descriptive cataloging. As we all know, subject catalog codes often lay much stress on common usage or standard expressions but exceptions are admitted again and again. Another point is that the formulation of a subject heading requires a certain gift of expression which of course largely depends upon the individual cataloger. However it may be, the subjective factor cannot be ruled out. Natural language - though standardized - used by the subject cataloger also presents certain problems. Nevertheless, all this must not result in a totally different alphabetical subject cataloging by the individual network libraries. That is why the decision was made to treat subject headings as belonging to the bibliographic part of an entry.
The alphabetical subject catalog of the Bavarian Library Network comprises (spring 1986) 3 329 280 main entries and 362 760 references, i.e. 3692 040 entries altogether. These nearly 3.000.000 ~~entries~~ titles provided with subject headings represent a large repository of information where domestic and foreign literature fundamental to research libraries is recorded - the libraries participating in the network guarantee that. The bibliographic record takeover rate is quite high within the network.

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This model of cooperative subject cataloging within a library network has been Bavaria's choice. Of course there are other possible forms of organizing network subject cataloging. First, there is a possibility of complete centralization with each library allocating wholly identical subject headings to the respective titles. No single library could, however, do the huge central editorial work connected with such organization. Besides, there is no library in our area that actually holds all published documents.

Another option is the establishment of a central pool of subject headings for obligatory use by all participant libraries. Accordingly, only subject headings contained in the pool may be allocated; the use of a new heading has to be sanctioned, the heading thus being admitted to the pool. This model is actually being aimed at. The completion of the Standard Subject Heading List constituting the Authority File of the German Library will render it possible.

To complete things, I should like to mention still one model consisting only in the joint use of the same catalog code. Past experience has shown, however, that the degree of uniformity achieved in this way is very low.

The Supreme Federal Authorities Libraries Network is another network that will integrate subject cataloging and information into its system. This is an equally remarkable development for both governmental and parliamentary libraries. From the very beginning an online version is aimed at.

Within this network the subject cataloging is performed with the aid of the thesaurus "Polianthes" run by the German Bundestag Library. As far as corporate bodies are concerned, however, the network departs from the RSWK. The differentiation between corporate bodies and offices is held to be necessary. The thesaurus "Polianthes" also discriminates more relationships between terms than the RSWK code. Thus there are extended relations of equivalence, hierarchy and association.

An interesting attempt has been made to link the thesaurus with literature search and thus to have a gain in knowledge. A screen mask makes it possible to get an insight into the thesaurus while doing a subject search. In this way relational principles can be recognized according to which the terms are classed.

Subject entries of other libraries are accessible at any time if the data are transmitted in the MAB 1 format. It is also possible for the Supreme Federal Authorities Libraries Network to make their data available to other libraries.

In spite of some problems presented by such a network - which are often due to personal, rather than technical, factors- practical experience within the Bavarian Library Network demonstrates the advantages of cooperative subject cataloging. For one thing, it is the saving of human labor and, for another, the improving quality of the catalogs. Ultimately all this is of great benefit to the library users.

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